

## **CIRCUIT COURT ADMINISTRATOR / INGHAM CO. COURTS**

**\$80,128 - \$96,178**

The 30th Judicial Circuit Court in Mason/Lansing, Michigan seeks a qualified Administrator to facilitate the internal/external needs and responsibilities associated with a 7 Judge, 200 + person court staff, which serves a County population of over 280,000 and in addition serves as the State Court of Claims. Ingham County Circuit Court is comprised of divisions of: General Trial, Family, Friend of the Court, Youth Home and Adult Probation.

**Responsibilities:** Under the general direction of the Chief Circuit Judge, the Circuit Court Administrator has responsibility for oversight of the administrative aspects of the Circuit Court for the following divisions: General Trial, Family (Juvenile and Friend of the Court / FOC), Circuit Court Clerk, Pretrial Services, Adult Probation, PPO Coordinator, Security. These responsibilities include but are not limited to preparation, presentation, implementation and monitoring of the General Trial Division and Adult Probation budget as well as providing consultation to the Juvenile, FOC and PPO Coordinator administrators with regard to those budgets; short and long range planning leading to policy development and implementation for the Circuit Court, ensuring consistency among the General Trial, Juvenile and FOC divisions as well as liaison to Adult Probation and PPO Coordination; oversight of the hiring, training and supervising of the clerical, professional and managerial staff of the three divisions; maintaining knowledge in all areas of the law encompassing the broad range of jurisdiction within the Circuit Court. The Administrator participates in collective bargaining negotiation and implementation. The Court Administrator is liaison to Court appointed counsel, jurors, CADA, Board of Commissioners, general public, CCAB, Sheriff's Office, as appropriate. Acts as coordinator of automation and records management matters. The Administrator is also responsible for the physical needs of the court including long term record retention and the new facilities.

**Essential Job Functions:** With or without accommodations is required to do considerable reading and speaking. Position requires frequent verbal interaction with others, both on telephone and personally to individuals and groups of people. Capabilities of operating a standard telephone system, dictation equipment and computer/word processing equipment are required.

**Degree/Experience:** Bachelor's degree in Administration related field required. Law degree or related graduate degree helpful. Court Administration back ground and knowledge preferred and desired. 7 plus years of adaptable, relevant and related experience required. Must submit a cover letter and resume with your application. Writing samples and other written materials will be requested during the selection process.

**Location:** Downtown Lansing

APPLY WITH COVER LETTER AND RESUME BY JUNE 21, 2002 TO:

Ingham County Human Resources

5303 South Cedar St., Suite 2102

Lansing, MI. 48911-3895

Main #: (517)887-4328 / Fax#: (517)887-4396.